



# CITY OF HOUSTON

## Job Posting

	<div><div>CORRECTION</div><div>CORRECTION</div><div>CORRECTION</div></div>
1	<div>AP<div>Applications accepted from:ALL PERSONS INTERESTED</div></div>
2	<div>Job ClassificationPROJECT MANAGER (Multiple Positions)</div>
3	<div>Posting NumberPN# 109249</div>
4	<div>DepartmentDepartment of Public Works &amp; Engineering</div>
5	<div>DivisionPublic Utilities Division</div>
6	<div>SectionWastewater Operation &amp; Water Production</div>
7	<div>Reporting Location611 Walker*</div>
8	<div>Workdays &amp; HoursM - F, 8 a.m. - 5 p.m.*<div>*Subject to change</div></div>
9	<div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION</div><div>Maintenance management scheduler whose duties are to support the prioritization and commitment process of converting work requests to work orders. This includes; coordinates the completion of planned and unplanned work on a day-to-day basis; work with Operations Systems Planner to set priorities and coordinate work; allocates work orders to maintenance staff and facilitates their completion with purchasing and material support; executes maintenance support contracts; monitors and processes claims on warranty issues; and approves completed work orders for closure.</div></div>
10	<div><div>ESSENTIAL FUNCTIONS/WORKING CONDITIONS</div><div>The position requires stooping, bending and/or lifting of items of up to 30 pounds with occasional periods of walking on rough surfaces.</div></div>
11	<div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelor’s degree in Civil Engineering, Business Administration, Physical Sciences or a closely related field.</div></div>
12	<div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Four years of experience in construction, construction inspection, design, geotechnical environmental or a closely related field is required. Directly related professional experience may be substituted for education requirement on a year-for-year basis.</div></div>
13	<div><div>MINIMUM LICENSE REQUIREMENTS</div><div>A valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).</div></div>
14	<div><div>PREFERENCES</div><div>Preference will also be given to applicants with strong knowledge of water maintenance scheduling and strategies.</div></div>
15	<div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None However, the Department may administer a skill assessment evaluation.</div></div>
16	<div><div>SAFETY IMPACT POSITION</div><div><div><div><div></div><div>X</div><div></div></div><div>Yes</div></div><div><div></div><div></div><div></div></div><div>No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div>
17	<div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:<div><div>Salary Range - Pay Grade 24</div><div><div>\$1,419 - \$2,232 Biweekly</div><div>\$36,894 - \$58,032 Annually</div></div></div></div></div>
18	<div><div>OPENING DATE</div><div>March 08, 2006</div></div>
19	<div><div>CLOSING DATE</div><div>Open Until Filled</div></div>
20	<div><div>APPLICATION PROCEDURES</div><div>Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-0871. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div>